



THE VALLEY SCHOOL

GOVERNOR PROTOCOLS – EXTRAORDINARY CIRCUMSTANCES

REVIEW SEPTEMBER 2023 (CHAIR OF BOARD OF GOVERNORS)

KEY PRINCIPLES

“Learn to Believe – Learn to Achieve”

“Different for Different”

All non-urgent business will be put on hold if extraordinary circumstances (e.g. Coronavirus 2020) mean that normal meeting patterns cannot continue.

Governing Board meetings will be restricted to the following, or similar, matters:

1. Business critical decisions (e.g. budget approval, ratifying school leadership appointments etc.)
2. Monitoring how the school is continuing to provide care for children who are vulnerable, children with ECHP plans the children of key workers, associated risks, issues etc.
3. Any issues arising from how the building is currently being used and remote working for staff
4. Support being given to parents and carers to help them educate their children at home
5. Monitoring the wellbeing and welfare of pupils, staff and stakeholders

Key Statutory Regulations and Significant Links

In the event of extreme national circumstances:

<https://www.gov.uk/government/organisations/department-for-education>

<http://www.legislation.gov.uk/ukxi/2013/1624/regulation/8/made>

KEY RESPONSIBILITIES

The Headteacher and Chair of the Governing Board will liaise to agree priorities, in consultation with the steering group.

All efforts will be made to ensure that decision-making remains the remit of the entire Governing Board through any extraordinary circumstances. In cases of urgency, where a delay would be likely to be seriously detrimental to the interests of the school, a pupil, a parent or member of staff, the regulations above set out the provision for the delegation of functions to the chair or vice chair (if the chair is unable to act).

If it is not possible to meet in person, the school’s communication system will be used to facilitate video conferencing. Support from the Clerk, the School Business Manager or the Headteacher will be provided for any Governor who is unfamiliar with using the system.

- Links to join the meeting will be sent to all Governors at least 72 hours before each meeting. Clear instructions about how to access the meeting and what to do in case of difficulty will be included in all invites.

- Documents will be sent out one week before the meeting.
- The governing board will abide by their normal rules, procedures and protocols and give particular regard to the duty to maintain confidentiality.
- Governors will contribute towards a safe and secure environment for the meeting by giving due regard to the school's policies relating to GDPR and the appropriate use of ICT.
- Minutes of the meeting will be taken by the clerk to the governing board and the meeting should not be recorded by any governor or the clerk without the approval of the governing board and for a specified purpose.

Effective Practice guidelines:

- All Governors should join the meeting at its beginning and stay until it finishes
- Particular thought should be given to where you are situated. You should not be overheard by any other person and no other person should be able to see your screen.
- Headsets should be used whenever possible to minimise the risk of being overheard.
- Use your mute button to reduce feedback and background sounds
- Allow yourself and others time to refer to documentation